



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE, CALIFORNIA

Date

MEMORANDUM FOR 61 CONS/LGCP

FROM: [Your Organization]

SUBJECT: Billing Official Annual Review of Cardholder Account Surveillance Report

Cardholder: [Name of GPC Cardholder]      Account #: [Last 4 digits of CH Acct]  
Refresher Training Due: [Date]

1. On [date], an Annual Billing Official surveillance review was conducted regarding the aforementioned cardholder account(s). The surveillance included a review of all transaction documents and the electronic transaction management log maintained in C.A.R.E. The GPC Surveillance Guide, Review of Cardholder/Check Writer Accounts, was used to conduct the review. Only those surveillance items deemed questionable in their compliance are addressed herein.

2. Description of Findings:

3. Corrective Action Taken:

4. Include any other information that you deem pertinent to the review. During this session, you should discuss the cardholder's duties and responsibilities as they relate to the GPC program. You should also confirm that physical existence of the card and discuss the importance of keeping it in a secure location.

5. Submit a separate report for each cardholder. If the cardholder has more than one GPC account, you may consolidate all the review findings on one report. Be sure to list each account reviewed in the first section of the letter.

6. Should you require any additional information, contact \_\_\_\_\_ at \_\_\_\_\_.

Commander/Director/Billing Official